



CITY OF HOUSTON

Job Posting

Applications accepted from:	All PERSONS INTERESTED
Job Classification	ASSISTANT DIRECTOR (Exe Lev)
Posting Number	PN 107161
Department	Public Works & Engineering
Division	Right-of-Way & Fleet Maintenance
Section	Bridge Maintenance/Traffic Management
Reporting Location	611 Walker *
Workdays & Hours	Monday – Friday, 8-5 * *Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

The incumbent of this position will be responsible, under the direction of and in collaboration with the Deputy Director, for directing and managing Bridge Maintenance and Traffic Management personnel in the Right-of-Way/Fleet Maintenance Division in the development, implementation, administration and operations of the Branch. The incumbent will manage, direct and monitor the operations of the Branch and define, develop and enforce applicable policies. The incumbent will also be responsible for developing, administering and monitoring the Branch’s budget including expenditures and personnel planning and costs. The Assistant Director provides support and coordination as directed concerning infrastructure maintenance programs with such agencies as the Harris County Flood Control District, the Texas Department of Transportation, Metro and the Division of Engineering and Construction. The Assistant Director represents the City and/or Department as directed in activities with other branches, divisions and departments of the City as well as with outside agencies, including community organizations and other governmental entities. In addition, the incumbent performs other job-related projects and duties as assigned.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, lifting, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s Degree in Business Administration, Public Administration or closely related field

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of administrative experience is required, with at least three (3) of those years in a management capacity. A Master’s Degree in a field related to the areas to be managed may be substituted for two (2) years of experience.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Preference will be given to candidates with extensive experience in the administration of large, complex transportation and/or traffic infrastructure systems.

SELECTION/SKILLS TESTS REQUIRED

None
However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 32		
\$2,257 – \$4,110	Biweekly	\$58,682 - \$106,860 Annually

OPENING DATE

October 12, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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